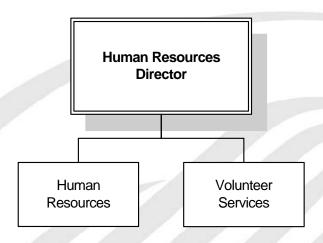
Human Resources [010-2200] [010-2210]

Appropriations Summary

Appropriations cumina	9		01/02	01/02	02/03
	99/00	00/01	Current	Estimated	Proposed
	Actuals	Actuals	Budget ¹	Actuals	Budget
Salaries	-	-	411,703	381,711	406,871
Supplies & Services	-	-	149,158	148,847	178,722
Capital Outlay	-	-	17,800	10,000	10,925
Debt Services	-	-	493	493	490
Internal Service	-	-	43,730	41,544	47,728
Transfers Out	-	-	-	-	-
Project Expenditure	-	-	-	-	-
HUMAN RESOURCES	-	-	622,884	582,595	644,736
010 2200 HUMAN RESOURCES	-	-	561,403	526,392	606,543
010 2210 VOLUNTEER PROGRAM	-	-	61,481	56,203	38,193
DEPARTMENT TOTAL	-	-	622,884	582,595	644,736

¹FY 01/02 Adopted Budget: \$627,920





ACTIVITY DESCRIPTION

The Human Resources Department provides all employment-related services to City departments and employees and implements Federal, State, and court mandates and requirements related to employment. These services include: Designing and coordinating City-wide training and development for employees; assisting in managing city-wide organizational development efforts; leading the City's Employee Recruitment and Retention Committee; recruiting and selecting qualified employees; administering the City's benefit programs; administering workers' compensation and safety programs; maintaining the City's classification and salary structure; implementing and maintaining the City's Volunteer Services Program; negotiating and administering the various memoranda of understanding (MOU's) between the City and employee unions; and problem solving and employee assistance activities. (Note: though managed by the Human Resources Office, workers' compensation and unemployment insurance details can be found in separate areas of the budget document as the finances of those programs are tracked separately.) The Human Resources Office maintains all personnel files and records, including the performance evaluation records.

FY 2001/02 HIGHLIGHTS

Training and Organizational Development

- Provided training opportunities both on-site and off-site for 75 employees
- Requalified 34 employees for EIP (Education Incentive Program) and qualified 6 new employees
- Five New certifications and 14 Recertifications for Bilingual Program
- Started a resource library on organizational development, change management, leadership, and employee retention.

Employee Relations

- Formed a citywide employee recruitment and retention committee to bring forth recommendations to promote the City of Morgan Hill as an employer of choice.
- Continued to build positive labor relations with all bargaining groups through regular formal and informal meetings.
- Invited all union presidents to participate in the selection process for the new Human Resources Director.
- Reaffirmed an open door policy to all employees by the HR Director.

Employee Recruitment

- Experienced a 30 percent increase in new hires over calendar year 2000.
- Increased by over 50 percent in the number of promotional appointments for all City employees.
- Incorporated efficiencies into recruitment processes that compensated for the extremely
 tight labor market during the early part of the fiscal year and incorporated new selection
 techniques that reduced the length of time qualified candidates had to wait before a job
 offer was extended.

Benefits Administration/Employee Safety and Wellness

- Called together the city-wide benefits committee to respond to changes in the PERS healthcare offerings.
- Requested proposals and selected a new third party administrator to oversee the City's workers' compensation program and improved service to employees.
- Implemented contract amendment with CalPERS for 3% at 50 retirement for police officers and Employer Paid Medical Contributions for AFSCME members per MOU's.
- Adopted new City-wide safety program including training and emergency preparedness.

Administrative Support

- · Ordered and distributed City Wear to all employees.
- Implemented all wage and benefit changes to comply with City's new MOU's and Management Resolution.

FY 2002/03 ACTIVITY GOALS

Training and Organizational Development

- Continue the City-wide Employee Recruitment and Retention Committee as an on-going committee to continue to build a high performance, high morale organization, which is able to respond to the rapidly changing workforce environment.
- Provide 24 hours of enhanced training (including change management, working in a teambased environment, leadership, supervision, employee involvement) to every employee
- Implement new recognition events that recognize exemplary customer service, innovative practices, successful cost reduction processes, team building and outstanding performance that occur throughout the year in addition to the annual employee event.
- Establish a Career Development Program for City employees to encourage employees to reach their fullest potential and to meet the future labor needs of the City.
- Provide IPMA HR training for all HR staff and invite other jurisdictions to participate in the four-day certification training.

Employee Relations

- Implement programs and activities that put HR staff out in the workplace meeting employees
 where they work and developing strong relationships with employees, supervisors and
 managers.
- Compile an employee pictorial directory with pictures, work phone numbers, and work locations available as a reference for all employees.
- Negotiate new MOU's with AFSCME, CSOA and POA.

Employee Recruitment

- Compile core competencies for all City employees and recruit and select for those competencies.
- Design selection processes custom tailored to each position and the current needs of the City.
- Include more City employees on interview panels; provide interview training for employees, managers and supervisors.

Benefits Administration/Employee Safety and Wellness

- Evaluate the new Safety and Emergency Preparedness Programs for efficiencies and effectiveness and make any adjustments as necessary.
- Write safety guidelines and policies as required by statute and provide regular safety training in various topics.
- Explore possibilities for other HMO and Dental benefit offerings to employees.

Administrative Support

- · Review, revise, adopt and implement new Personnel Rules.
- Revise temporary employee policies and procedures and design temporary employee handbook.
- · Provide quarterly staff retreats for HR staff development.

FINANCIAL COMMENTS

Some changes were made to the Human Resources Department budget for FY 2002/03. They include:

- The salary and benefits for the half-time Administrative Analyst position in Volunteer Services is split between Volunteer Services and Human Resources to more accurately reflect the present assignment of duties.
- The funding for special legal counsel is reduced because of the support and guidance from the City Attorney's office in most employment legal matters.
- Funding for other HR related contract services is increased to provide support to accomplish several of the department workplan goals.
- Advertising expenditures continue to climb dramatically and will be closely monitored during the fiscal year to identify cost savings.
- The budget for city events is increased to include increased recognition awards, employee informational breakfasts and lunches, a pictorial directory, enhanced employee orientations, and the Employee Recruitment and Retention Committee.
- The training budget for HR staff includes a four-day International Personnel Management Association certification training for all staff members that will be held in Morgan Hill with other agencies attending.
- Citywide training is increased to provide for 24 hours of enhanced training for all employees.

PERFORMANCE MEASURES	FY 2001/02
 Cost of providing 24 hours of enhanced training, beyond 	\$43,750
legal requirements, to all employees per year.	
(est. \$250 per employee)	
Number of recruitment processes which included selection criteria	20
such as: flexibility, change management, attitude to work,	
fit for the organization, etc., in addition to the task	
requirements of the position.	
 Number of employees recognized for exemplary customer service, 	50
new ways of accomplishing work, successful cost reducing ideas,	
years of service.	
Number of HR staff hours spent in training, communicating	1 to 3
and consulting to the number of HR staff hours spent	
recruiting to fill vacant positions.	
Cost to recruit and hire a new employee.	\$3,500

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
41100	•	-	-	273,906	231,837	321,231
41270	SALARIES-PART-TIME	-	-	33,838	46,500	-
41320	SALARIES-OTHER PAYOUT	-	-	3,000	8,000	-
	SALARIES-SICK LEAVE	-	-	500	-	-
41490	OVERTIME-GENERAL	-	-	1,000	2,500	1,900
41799	BENEFITS	-	-	52,885	52,000	64,935
41900	CONTRACT LABOR	-	-	11,000	6,500	-
41000s	< <employee services="">></employee>	-	-	376,129	347,337	388,066
42214	TELEPHONE	-	-	5,290	3,000	5,285
42230	SPECIAL COUNSEL	-	-	15,000	7,500	9,250
42231	CONTRACT SERVICES	-	-	4,365	25,000	24,800
42244	STATIONARY & OFFICE SUPPLIES	-	-	3,100	3,100	4,000
42248	OTHER SUPPLIES	-	-	1,800	1,800	3,600
42250	ADVERTISING	-	-	3,765	5,000	5,000
42252	PHOTOCOPYING	-	-	243	243	250
42254	POSTAGE & FREIGHT	-	-	1,145	1,500	1,800
42257	PRINTING	-	-	1,500	1,200	1,500
42261	AUTO MILEAGE	-	-	150	450	500
42299	OTHER EXPENSE	-	-	21,435	26,000	30,000
42408	TRAINING & EDUCATION	-	-	5,000	5,000	7,500
42409	CITY-WIDE TRAINING	-	-	47,000	35,000	50,400
42415	CONFERENCE & MEETINGS	-	-	5,400	5,400	7,300
42423	MEMBERSHIP & DUES	-	-	7,200	7,000	7,200
42435	SUBCRIPTION & PUBLICATIONS	-	-	1,000	500	1,000
42440	BOARD & COMMISSIONS	-	-	1,000	-	250
42531	MAINT - FURN/OFF EQUI	-	-	1,033	1,000	500
42000s	< <supplies &="" services="">></supplies>	-	-	125,426	128,693	160,135
	FURNITURE/OFFICE EQUI	-	-	4,000	3,000	4,000
	COMPUTER EQUIPMENT	-	-	10,500	5,000	5,000
	COMPUTER SOFTWARE	-	-	1,300	500	1,500
	< <capital outlay="">></capital>	-	-	15,800	8,500	10,500
	LEASE PAYMENTS	-	_	318	318	318
	< <debt service="">></debt>	-	-	318	318	318
	GENERAL LIABILITY INS	-	-	4,989	4,740	3,464
45004		-	-	23,836	22,644	27,440
	INFORMATION SYSTEM SERVICES		<u> </u>	14,905	14,160	16,620
45000s	< <internal services="">></internal>	-	-	43,730	41,544	47,524
	HUMAN RESOURCES	-	-	561,403	526,392	606,543

[010-2210] Volunteer Services

ACTIVITY DESCRIPTION

Formally established in 1995, the Volunteer Services Program (VSP) is responsible for the recruitment, orientation, training, assignment and recognition of City of Morgan Hill volunteers.

FY 2001/02 HIGHLIGHTS

- Continued to promote volunteer opportunities in all City departments; placed volunteers in the Police Department, Public Works Department, Recreation Division, Finance Department, Business and Housing Services, Human Resources Department, Building Division, and in the City Clerk's Office
- Promoted general volunteer opportunities in South County through referrals to other nonprofit organizations, such as the South County Neighborhood Disaster Preparedness Project and their efforts to provide disaster preparedness through Community Emergency Response Team workshops and neighborhood organization
- Continued efforts with the Adopt-a-Planter Program to partner volunteers with planters in the downtown area of the city with an adoption rate of 100%
- Worked with the Santa Clara County Juvenile Probation Department in implementing the Restorative Justice Project in Morgan Hill
- Joined with the Mayor and Environmental Programs in developing and promoting City Beautification Day
- Instituted the Donate-a-Tree Program
- Hosted a volunteer recognition event in October, 2001 for 155 City volunteers

FY 2002/03 ACTIVITY GOALS

- Continue to promote and support volunteer opportunities and placements in all City departments
- Increase emphasis on promoting the Volunteer Program through the City's website and personal contact with citizens
- Institute and promote an Adopt-a-Street Program that will provide additional opportunities for groups and organizations to partner with the City
- · Promote volunteer activities for youth.

FINANCIAL COMMENTS

The financial activity associated with the Volunteer Services Program is reflected within the General Fund in 2002/03.

PERFORMANCE MEASURES

FY 2001/02

- Number of placements to external requests for municipal volunteer 3 of 5 opportunities.
- Number of placements to internal requests for volunteers.
 4 of 5

[010-2210] Volunteer Services

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
41100	SALARIES-GENERAL	-	-	-	-	13,486
41270	SALARIES-PART-TIME	-	-	26,114	26,114	-
41330	SALARIES-SICK LEAVE	-	-	200	-	-
41799	BENEFITS	-	-	6,760	6,760	3,819
41810	UNIFORM-RESERVES	-		2,500	1,500	1,500
41000s	< <employee services="">></employee>	-	-	35,574	34,374	18,805
42214	TELEPHONE	-	-	678	550	350
42231	CONTRACT SERVICES	-	-	1,000	850	-
42244	STATIONARY & OFFICE SUPPLIES	-	-	500	500	500
42248	OTHER SUPPLIES	-	-	8,900	8,900	8,087
	PHOTOCOPYING	-	-	497	497	400
42257	PRINTING	-	-	200	200	200
42261	AUTO MILEAGE	-	-	500	500	500
42299	OTHER EXPENSE	-	-	5,300	5,000	6,000
42408	TRAINING & EDUCATION	-	-	4,000	2,000	2,000
42415	CONFERENCE & MEETINGS	-	-	1,500	500	500
42423	MEMBERSHIP & DUES	-	-	100	100	50
42435		-	-	100	100	-
42531	MAINT - FURN/OFF EQUI	-	-	457	457	
	< <supplies &="" services="">></supplies>	-	-	23,732	20,154	18,587
43840	COMPUTER EQUIPMENT	-	-	1,500	1,000	325
43845	COMPUTER SOFTWARE	-	-	500	500	100
	< <capital outlay="">></capital>	-	-	2,000	1,500	425
	LEASE PAYMENTS	-	-	175	175	172
	< <debt service="">></debt>	-	-	175	175	172
45003	GENERAL LIABILITY INS	-	-	-	-	204
45000s	< <internal services="">></internal>	-	-	-	-	204
	VOLUNTEER PROGRAM	-	-	61,481	56,203	38,193